

About the Organization:

Advisory Neighborhood Commission 1A (ANC 1A) is one of thirty-seven ANC commissions across the District of Columbia whose purpose is to advise District agencies on governmental matters such as traffic, parking, recreation, street improvements, liquor licenses, zoning, economic development, police protection, sanitation and trash collection, and the District's annual budget, among others. ANC 1A is currently comprised of twelve unpaid commissioners and proudly serves the Columbia Heights and Park View neighborhoods of Ward One.

Position Description:

ANC 1A seeks a part-time administrative consultant to assist all members of the commission with administrative duties, locally focused public policy-related research and constituent services, as well as specific tasks related to the operations of the ANC. The position reports to the Chair and Treasurer of the ANC, but projects and requests may also originate from other members of the commission. The position is expected to work on a flexible schedule 10-15 hours per week Monday through Friday, in addition to attending two evening meetings per month, as well as the occasional District agency hearing or very rare weekend workshop, which will be noticed in advance. In the event that primary responsibilities for the Commission are completed, the position may also support the work of the Commission's standing committees. Latitude to explore and pursue personal local public policy interests that also benefit the residents and commissioners of ANC 1A may also be available.

The ideal candidate:

A good candidate will have a strong interest in local government and the ideal candidate will have interest in and or experience with the District of Columbia government specifically. The ideal candidate will also have experience in an office setting as well as an interest in event planning. He or she will be a self-starter who is capable of taking initiative and delivering well-executed projects with occasionally limited supervision. Strong communication skills (in all mediums, both written and verbal) is a must, as well as the ability to take directions and prioritize multiple requests.

Specific duties and/or responsibilities include:

- Assisting commissioners in responding to constituent inquiries
- Assisting commissioners with locally focused project research
- Completing and filing reports with District agencies (BZA, ABC, etc.)
- Updating and maintaining ANC 1A's online presence (website, social media)
- Assisting with ANC office management (mail collection and distribution, office equipment maintenance, scanning, filing, office supply purchases, office organization, etc.)
- Assisting Executive Committee members with associated duties (meeting minutes, quarterly treasurer reports, etc.)
- Assisting with ANC public meetings: set up, breakdown, live tweeting, live streaming, taking meeting minutes, copying and collating documents, etc.
- Taking unofficial minutes at once monthly Committee of the Whole meetings
- Independent research both in the office and in the field (including at District agencies around the city and outdoors within ANC 1A) for community issues
- Other duties as assigned, mostly project management-related

Basic Qualifications:

At least one year, preferably more, experience in a related field, ideally working as a contractor and/or project manager
Ability and desire to work independently
Ability and desire to self motivate
Demonstrated history of attention to detail
Demonstrated organizational skills
Proficiency with Google cloud products: including Google voice, Google Drive, Google Maps, Google calendar and Gmail at a minimum
Proficiency with basic office equipment: Printer/Scanner/Copier/Routers
Proficiency with mobile apps: Asana
Strong writing and communication skills
Demonstrated issue research experience
Ability to comfortably lift 25lbs
Experience using and proficiency with Microsoft Office Suite
Social media competence (including Facebook Pages and Twitter at a minimum)

Minimum Requirements:

Physical presence in the ANC office at least one day per week
Attendance at all public meetings of ANC 1A (Evenings second Wednesday of each month except August and December)
Attendance at all Committee of the Whole Meetings (Evenings first Tuesday of each month in May, June and July)
Some daytime availability each week (no 40 hour/week 9 to 5 outside jobs)
Residency within the geographic boundaries of ANC 1A
1 year contract, inclusive of one month training period and three-month probationary period, with the option to re-negotiate after one year

Ideal (but not required) Additional Qualifications:

Bachelor's degree or equivalent experience
Comfort and experience with intermediate to advanced graphic design software
Comfort and experience with Microsoft office mail merges
Comfort and experience with mass marketing e-mail tools such as Mail Chimp
Comfort and experience with online marketing techniques such as Facebook marketing campaign
Moderate to advanced understanding of the US Postal system mass mailing procedures
Moderate to advance understanding of digital video recording, production and distribution
Experience and proficiency with HTML
Experience with basic web site design and maintenance

Compensation:

\$800-\$1000/month contract, commensurate with experience, to be paid monthly on the ANC's regular public meeting day, or on the second Wednesday of the month in the event of no public meeting.

To Apply:

Complete an online application at www.anc1a.org no later than 5:00pm on Friday June 26, 2015. The ideal start date is Monday July 6, 2015 but flexibility is possible for the ideal candidate. Absolutely no phone calls please.